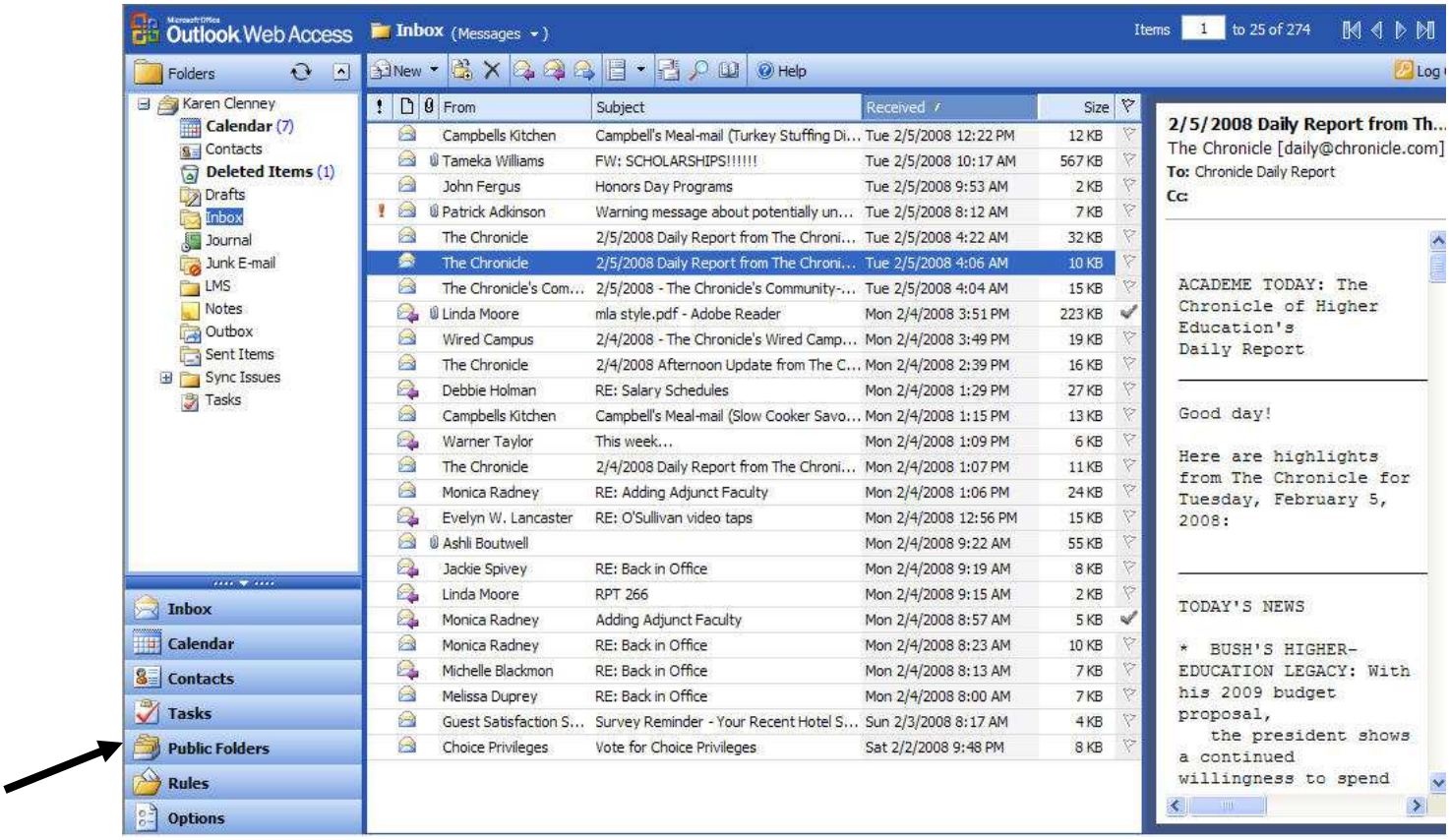
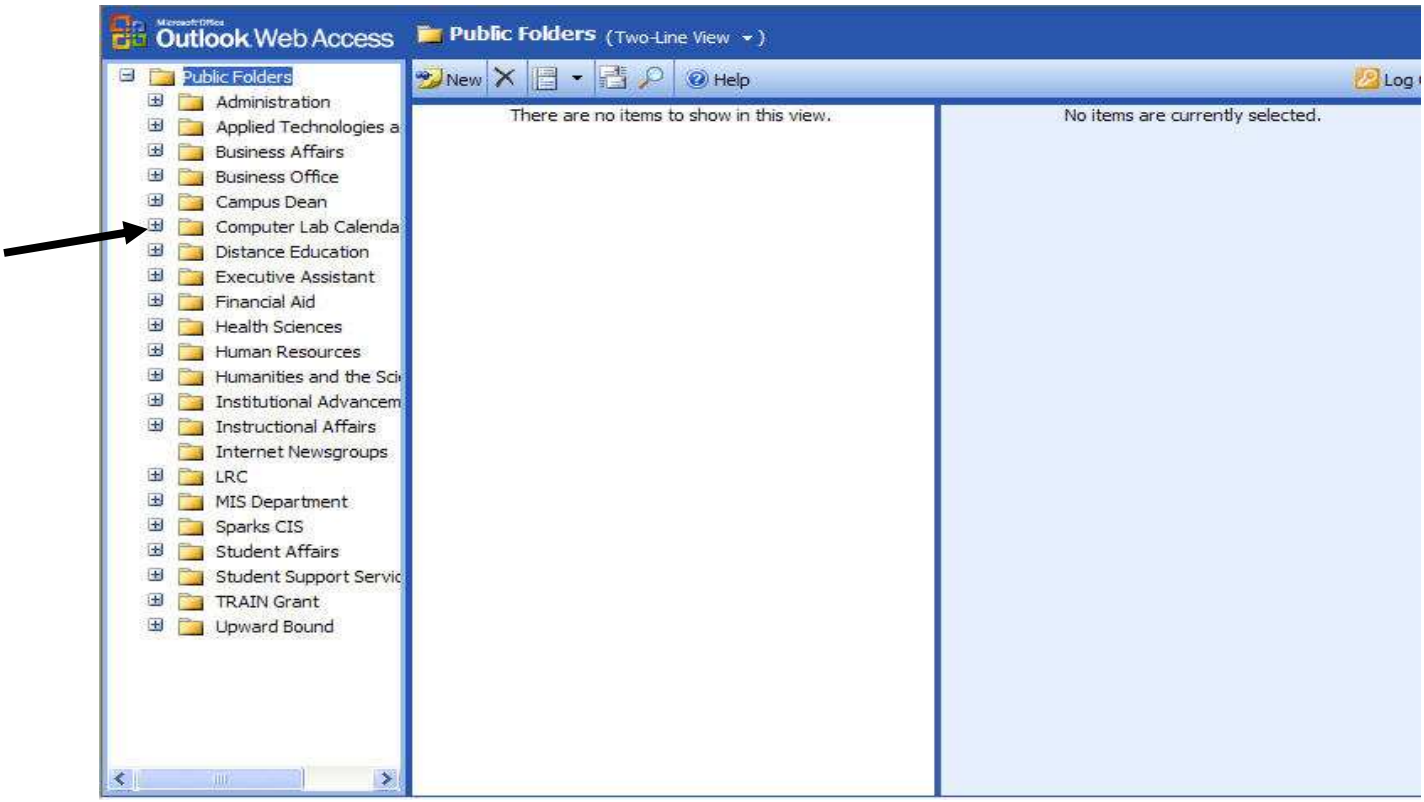
How to Create a Computer Lab Calendar Entry with Web Version of Outlook Express

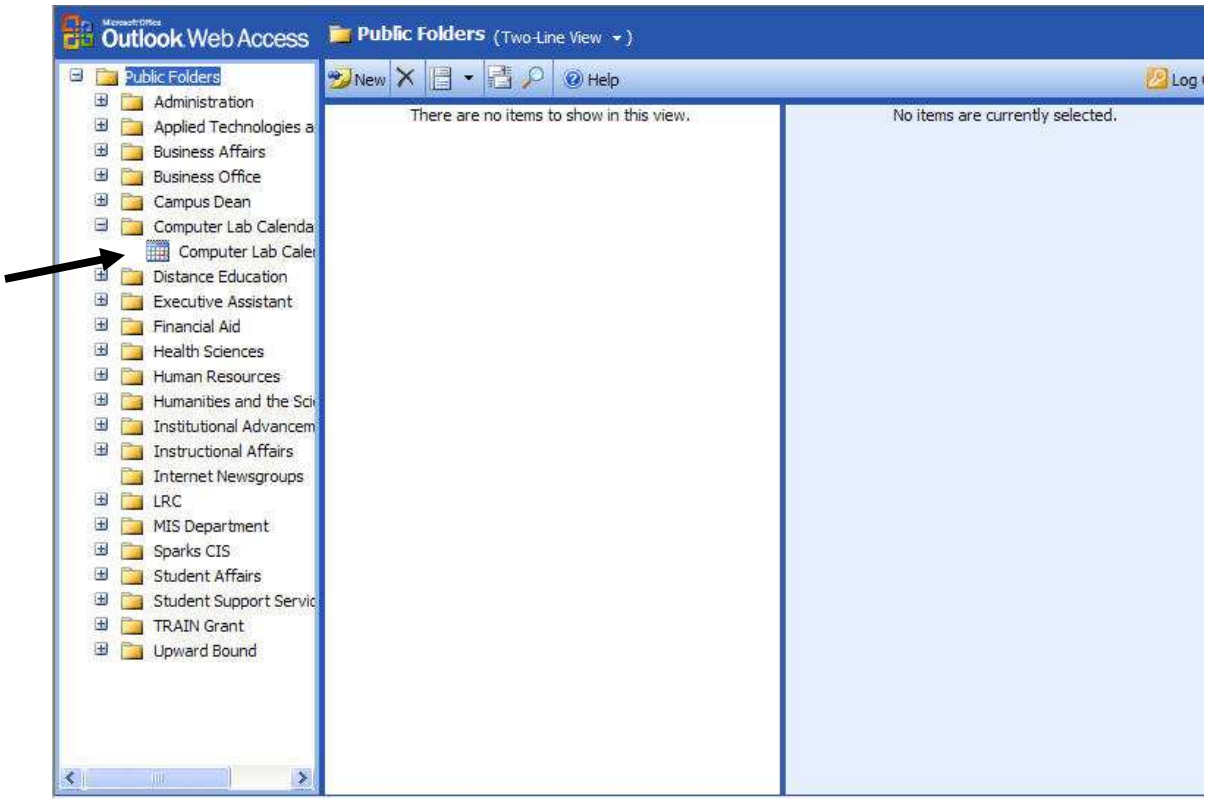
Step One: Login into Web Mail as normal. In this screen, you will click on Public Folders located in the left corner of the screen.



Step Two: When you click on Public Folders a new screen will pop up that will have a list of all the Public folders. Click on the plus (+) sign by the folder called Computer Lab Calendar.

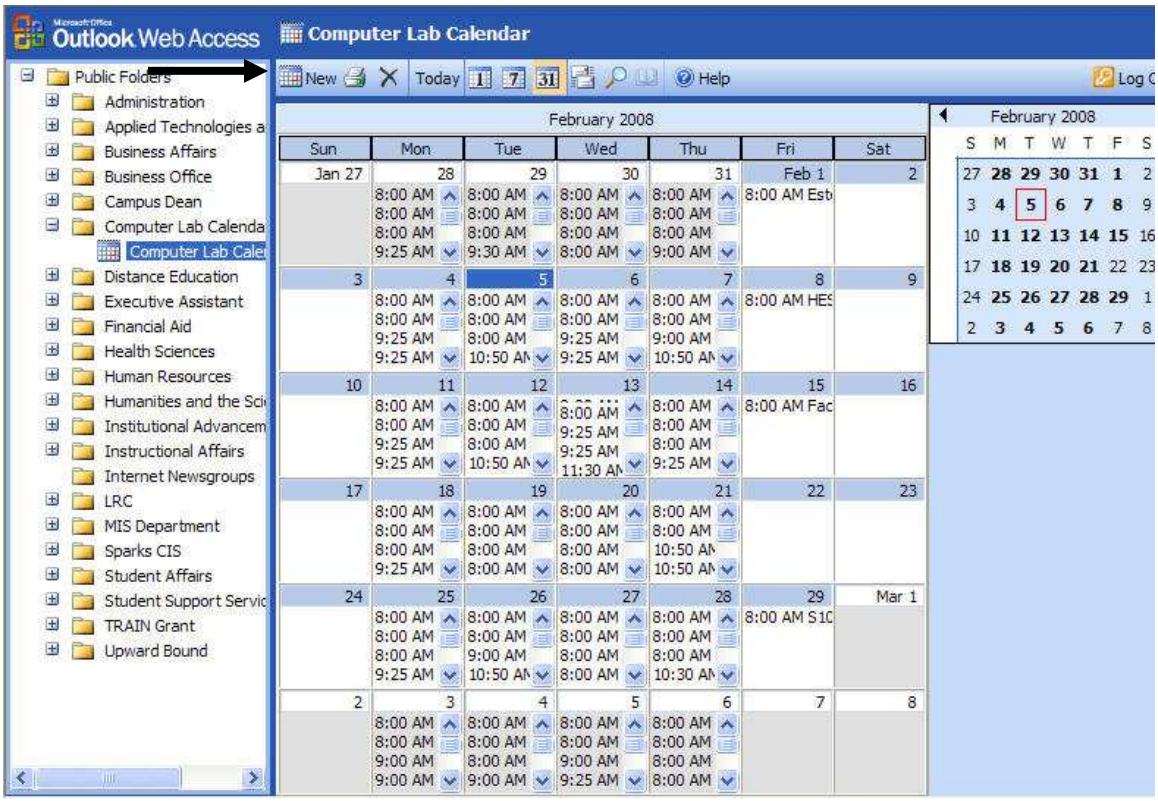


Step Three: Next click on the name Computer Lab Calendar and this will open another screen that will be the actual calendar.



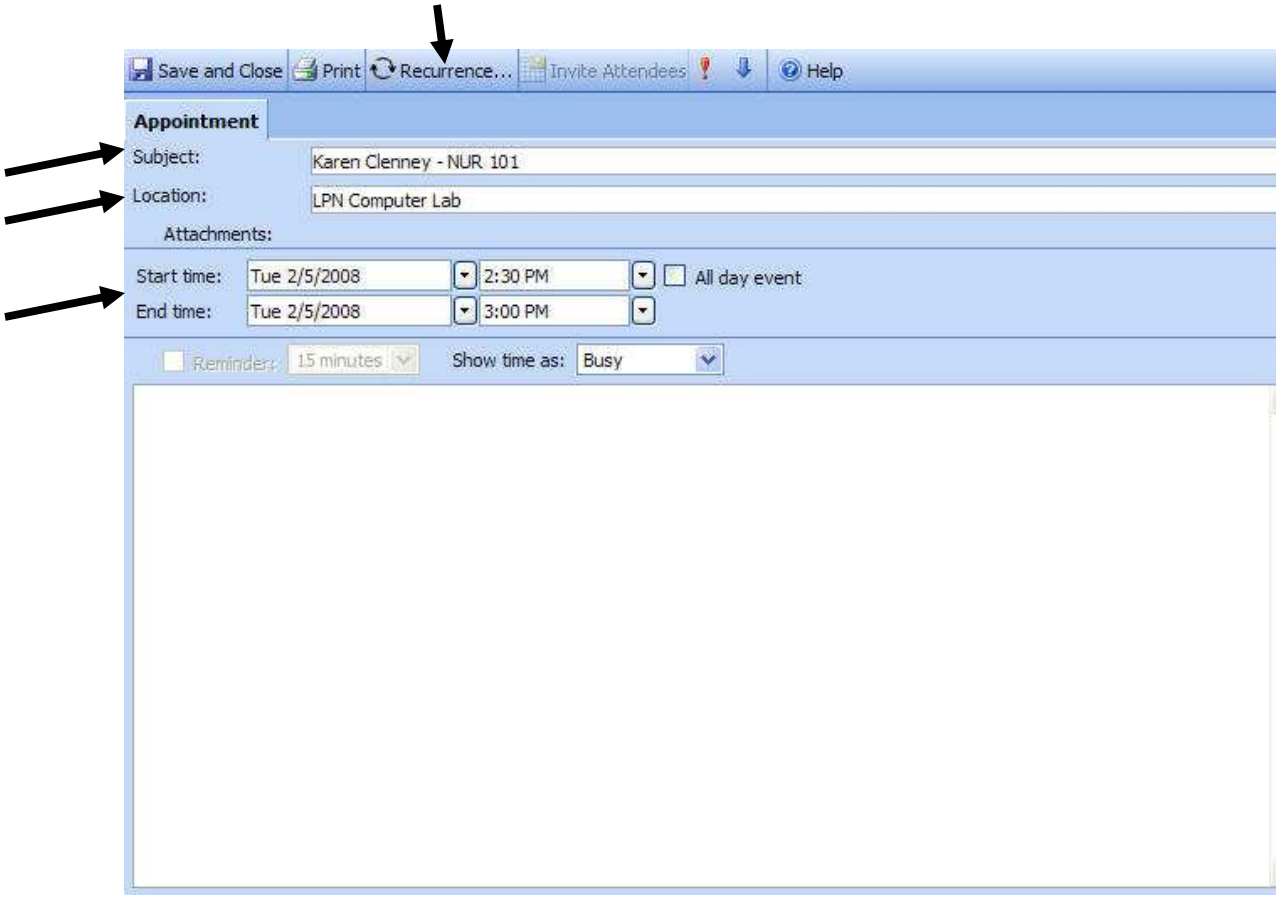
Step Four: In this screen, you will be able to add a new calendar entry by clicking on the New button.

Note: You can view the calendar several ways by clicking on the buttons that say Today, the number 1 (to view one day), number 7(to view a week), and number 31 (to view by month). You can check to see if the lab is reserved for that date and time that you may need it. If it is reserved, you can see if another lab will be available for use.



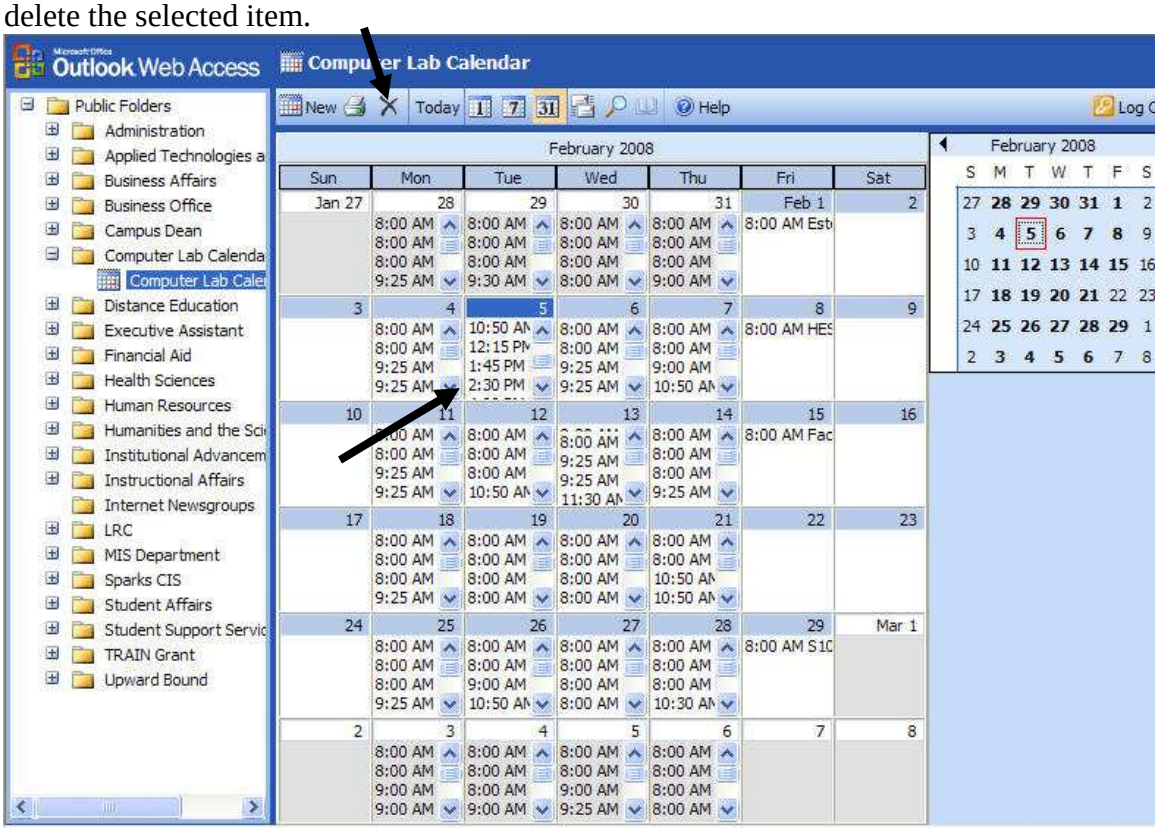
Step Five: In this screen, you will be able to enter the information to reserve the lab. In the Subject line put your name and the course information. In the location line put LPN Computer Lab and then chose the times that you need the lab under Start/End Time. Click on Save and Close when you are finished.

Note: If you have a class that is going to need the lab multiple times for the semester you can set this calendar entry up as described above and then click on the Recurrence button (Located to the right of the Save and Close Button). This function will allow you to set up for reoccurring times and days of class meetings.



Step Six: Once you click on the Save and Close button, you will be able to view to see your reservation for the lab. You can move your mouse over it to see the details or double click on the actual event.

To delete an entry, select the date and time you want to remove then click on the X button (to the right side of the New button). It will ask if you would like to permanently delete the selected item.



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